

TO: State Directors  
Rural Development

ATTN: Program Managers for Community Facilities

FROM: James C. Alsop  
Acting Administrator  
Rural Housing Service

*(Signed by James C. Alsop)*

SUBJECT: Affirmative Fair Housing Marketing Plans for  
Community Facilities Projects

**PURPOSE/INTENDED OUTCOME:**

This Administrative Notice (AN) is being issued to advise field staff that Form HUD-935-2, "Affirmative Fair Housing Marketing Plan," is required for certain housing-related projects financed through the Community Facilities (CF) loan and grant program.

**COMPARISON WITH PREVIOUS AN:**

This AN updates RD AN No. 3529 (1942-A) which was issued on March 24, 2000, and expires on April 30, 2001.

**IMPLEMENTATION RESPONSIBILITIES:**

In order to be in compliance with the Fair Housing Act, the information provided by an "Affirmative Fair Housing Marketing Plan (AFHMP)," Form HUD-935-2, is required for certain housing-related projects financed through the CF loan and grant programs. Projects such as retirement homes, group homes, assisted-living facilities, or nursing homes with five or more units or five or more beds require the information contained in an AFHMP. An AFHMP is prepared at the beginning of a project as a marketing tool to ensure that outreach and advertising requirements are met. The AFHMP must be included in the application package. A new AFHMP must be done at least every 3 years or sooner if there is a change in demographics.

Please contact Beth Jones, Community Programs, (202) 720-1498, if you have questions.

EXPIRATION DATE:

FILING INSTRUCTIONS:

April 30, 2002

Preceding RD Instruction 1942-A